

**NATIONAL INSTITUTES OF HEALTH
Deputy Ethics Counselors and Ethics Coordinators
Meeting Minutes: June 5, 2006**

Review of 278 / 716 forms

Be sure to compare the 278 with the 716 and note date of any divestiture and compliance.

Check to be sure all of your 278 forms have been received. Currently, you should have the following:

- Already received your 2005 278s for all your filers or
- Received a request for an extension before May 15th and given the filer a new deadline or
- Been in touch with any filers who have not filed, documented followed up with them showing they can be fined if they are not in compliance with the deadline and grace period ending June 15th.

450s

Reminder that next year's 450 filing deadline has been changed to Feb 15, 2007 for annual filers. The reporting period will be for 15 months and run from Oct 1, 2005 through Dec 31, 2006. There will be a new form released from OGE this fall, which should be a bit simpler for the filer because it will not ask for diversified mutual funds or income from IRAs to be reported.

Clinical Investigators definition

The definition of Clinical Investigators is still pending as well as a specific prescribed way to determine drug company competitors.

Outside Activity Renewal

NEO is pursuing the development of a "520A" type form (actual form number will be NIH-2802) to report "no changes" for an employee's 520, in lieu of a whole 520 renewal form for those who have ongoing outside activities. The NEO will keep the community up-to-date on the status of this form.

Employee Surveys

Coming soon over the next few weeks there will be a survey requesting feedback on ethics issues from current NIH employees. Future surveys will target former employees and prospective employees.

Training

This year's annual ethics training is almost complete. It is required for all NIH employees again and will be in the form of one on-line module. NEO will release the training site to the DEC/EC

community and request that you test it thoroughly before releasing it to your employees. If you find any problems or have questions please report them to NEO as soon as possible so NEO can fix any issues before the final version is released to employees. No emails will be sent to supervisors or ethics offices for tracking this year's ethics training and the information will be automatically updated in EMIS when the employee has completed the training.

The deadline for all NIH employees to complete this training is still December 31, 2006. IC DEC's may be permitted to set an earlier deadline if desired. OGC will confirm and get back to the DEC/EC community as to how early deadlines can be set.

NEO is also modifying the on-line orientation module so it is up-to-date.

716 forms

Ensure all clinical investigators have been given and have filed a 716 form. If this was not done at the IC level it should be made a priority at this time.

Elaine Ayers of the CC noted that there is a new Clinical Research Protocol Initial Review Application (form #1195) to be implemented soon.

Elaine will also run another listing of persons on protocols and send them out to the ethics community by IC.

Official Duty chart

There was discussion regarding the Official Duty Activities chart being developed. This chart will be distributed to the DEC/EC community for feedback before it is released to employees.

Administrative Items

Frequency of the DEC/EC meetings was discussed and making these meetings the opposite Mondays from the EO meetings was suggested. It was also suggested that over the months of July and August, due to vacation schedules, that we meet only one time during those months then revert back to every two weeks in September.

Meeting was adjourned at 11:58am